

# Commercial Reporting

## Frequently Asked Questions (FAQs)

*Last Updated: July 12, 2010*

### How many different types of commercial reports are there?

DNR is enforcing the timely completion of 4 different Commercial Harvest Reports. The names of these reports are listed below. *Please note: The list also includes the name that the report is commonly referred to in parentheses:*

1. [Daily Commercial Fisheries Catch Log - \(Finfish Report / Log Book\)](#)
2. [Daily Record of Commercial Crabbing - \(Crab Report / Log Book\)](#)
3. [Commercial Charter Boat Captain's Daily Log Book - \(Charter Log\)](#)
4. [Maryland Monthly Oyster Report - \(Oyster Harvest Report\)](#)

### What reports am I responsible for filling out?

The report(s) you are responsible for completing are based on the commercial authorizations, or license types, that you hold. For example, if you hold an LCC (Limited Crab Harvester) and a FIN (Unlimited Finfish Harvester), you are responsible for completing both a Finfish and Crab Report. Please use the table below to help you determine the report(s) you are responsible for. Your authorization / license types can be found at the bottom of your Commercial License Card.

License Type	Common Abbreviation	Common Report Name (See above for official report name)			
		<a href="#">Finfish Report</a>	<a href="#">Crab Report</a>	<a href="#">Charter Log</a>	<a href="#">Oyster Report</a>
Clam Harvester	CLM	<b>Summer 2010</b>			
Conch, Turtles and Lobster	CTL				
Crab Harvester – 300 / 600 / 900 pots	CB3, CB6, CB9	<b>X</b>	<b>X</b>		
Finfish - Hook and Line	HLI	<b>X</b>			
Ltd Crab Harvester - Active	LCC		<b>X</b>		
Ltd Crab Harvester - Frozen	LCC		<b>No Report Necessary</b>		
Ltd Crab Harvester - Male Only	LCC				
Master Guide (per vessel)	FGV			<b>*Y</b>	
Nonresident Fishing Guide	FGN			<b>*Y</b>	
Oyster Dredge Boat	ODB				<b>*Z</b>
Oyster Harvester	OYH				<b>*Z</b>
Resident Fishing Guide	FGR			<b>*Y</b>	
Unlimited Finfish Harvester	FIN	<b>X</b>			
Unlimited Tidal Fish	TFL	<b>X</b>	<b>X</b>	<b>*Y</b>	<b>*Z</b>

**\*Y** – Only required from a licensee with a registered charter vessel.

**\*Z** – Only required if the licensee has paid the oyster surcharge.

## **If I record my harvest on one of the Department issued commercial fishing permits (i.e. striped bass, yellow perch, summer flounder, etc.) do I still need to fill out a Finfish Report?**

Yes. All commercial harvest MUST be recorded on one for the reports listed above. Harvest information on permits for some species is required in addition to the commercial harvest report.

## **What months am I responsible for turning in all of my different reports?**

The following table provides you with the months that each report is due to DNR.

<b>Report</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Finfish Report	X	X	X	X	X	X	X	X	X	X	X	X
Crab Report				X	X	X	X	X	X	X	X	X
Charter Report				X	X	X	X	X	X	X	X	X
Oyster Harvester Report	X	X	X							X	X	X

## **I haven't fished or crabbed in years, do I still need to submit a report?**

Yes. Even if you do not intend to commercially harvest, you must still submit the appropriate report annually. To keep from having to turn in a report each month, you can select the "I do not plan to fish/crab" box on the report. That information will be recorded and you will not be required to submit reports for the remainder of the year. However, if your plans change and you do end up commercially harvesting during that year, you must record that information and submit that report in a timely manner. *Please note: If you hold an Unlimited Tidal Fish License (TFL) you must turn in both the Crab and Finfish Reports, even if you only engage in one of those activities. Therefore, if you hold a TFL and you crab but never fish, you must complete a Crab Report every month and can select the "I will not fish" box in the Finfish report which will cover you for the rest of the year.*

## **How do I know if I missed a report or am late in delivering my report(s) to DNR?**

A report is considered late if DNR has not received it within 10 days after the end of the month for which you are reporting. For example: If you are responsible for completing a Crab Report for the month of April, that report is due to DNR by May 10<sup>th</sup>. If we do not receive your report by May 10<sup>th</sup>, that report will be marked as being LATE. Once late, your name will be listed on our commercial fisheries webpage at [www.dnr.state.md.us/fisheries/commercial](http://www.dnr.state.md.us/fisheries/commercial). In addition, this list of names will be published in the Maryland Watermen's Gazette.

If your name appears on one of these lists it is very important that you turn in your missing report as soon as possible in order to clear your record and keep from receiving a reporting violation.

## What happens if I still do not turn in my reports after seeing my name on the lists mentioned above (DNR website and Maryland Watermen's Gazette)?

An official violation against your record will occur 50 days after the report due date. Therefore, using the example in the question above, your April Crab Report is due on May 10<sup>th</sup>. If your report is not received by June 30 (50 days after the May 10<sup>th</sup> due date) an official violation will occur. Please use the table below to determine when your reports will be marked as late and when you will receive an official violation if not received by DNR.

Reporting Month	Report Due Date	Late Report Violation Date
April	May 10 <sup>th</sup>	June 30 <sup>th</sup>
May	June 10 <sup>th</sup>	July 31 <sup>st</sup>
June	July 10 <sup>th</sup>	August 30 <sup>th</sup>
July	August 10 <sup>th</sup>	September 30 <sup>th</sup>
August	September 10 <sup>th</sup>	October 31 <sup>st</sup>
September	October 10 <sup>th</sup>	November 30 <sup>th</sup>
October	November 10 <sup>th</sup>	December 31 <sup>st</sup>
November	December 10 <sup>th</sup>	January 30 <sup>th</sup>
December	January 10 <sup>th</sup>	March 1 <sup>st</sup> /2 <sup>nd</sup>
January	February 10 <sup>th</sup>	April 1 <sup>st</sup> /2 <sup>nd</sup>
February	March 10 <sup>th</sup>	April 30 <sup>th</sup>
March	April 10 <sup>th</sup>	May 31 <sup>st</sup>

## What happens if I continue to receive 'Official Violations' for late reporting?

If you receive two or more official violations in any of the four report categories (Finfish, Crab, Charter Reports, and Oyster Harvester Report) during a 12 month period, you may be subject to a commercial license suspension. Therefore, if you receive 2 official violations for crabbing in any 12 month period, you may have your crabbing authorization suspended. *Please note: Only the authorization / license type for which you fail to meet the reporting requirements will be subject to suspension. Therefore, you may receive a suspension on your crabbing authorization but will still be able to harvest finfish during your crabbing suspension.* The suspension may be days, weeks, or months depending on the number of reporting violations you have.

## How will I know that I have received an "Official Violation"?

DNR will contact you by letter indicating the month and type of report you are receiving an official violation.

## Am I limited to completing and returning a written report to DNR through the mail or are there alternative ways I can submit my reports?

There are a number of ways that you can complete the reports you are responsible for and turn them into DNR.

1. **Mail to:** Fisheries Service, Attn: Fisheries Statistics Program, 580 Taylor Avenue B-2, Annapolis, MD 21401
2. **Fax to:** Attn: Fisheries Statistics Program, (410-260-8279)

3. **Electronic Reporting:** The Department strongly recommends that you use electronic reporting if you have access to the internet. Electronic reporting is the best way to ensure that the Department receives your harvest reports. To begin using electronic reporting, please contact Connie Lewis at (410) 260-8296 or at [clewis@dnr.state.md.us](mailto:clewis@dnr.state.md.us) . For most people, electronic reporting is easier and more convenient than reporting on a printed form.
4. **Hand Delivery / In Person:** You may turn in your Commercial Harvest Reports in person by bringing them to DNR Headquarters located at the 'Mail to' address above. *Please note: This is the only DNR facility where your reports can be delivered in person.*

## **Can I bring my Commercial Reports to one of the Regional Service Centers?**

No. Our Licensing Service Centers have been advised to provide you with the options for submitting your reports listed in the question above.

## **Do I have to file reports if I do not have a logbook?**

Yes. As a licensed commercial fisherman, you are responsible for timely completion of reports even if you do not have a logbook. Fisheries Service does not keep records on the number of pages you have remaining in your logbook. Also, logbooks can sometime get lost or misplaced and we have no way of knowing this. If it is time to submit your report(s) and you do not have a logbook you can do one of two things:

1. Visit our commercial fisheries webpage at [www.dnr.state.md.us/fisheries/commercial](http://www.dnr.state.md.us/fisheries/commercial) where you can print out the forms that you need; or
2. Call our Commercial Reporting Hotline (1-800-893-2722) and leave name, license number, address, and the type of logbooks you need on our voicemail system. We will send you a new logbook(s) upon receipt of your message. *Please note: Waiting for Fisheries Service to send you a new logbook is not an excuse for late reporting. We recommend that you visit our website listed above and print and send in the report(s) you are responsible for while we fill your request.*

## **How do I get a new logbook?**

You can call our Commercial Reporting Hotline (1-800-893-2722) and leave name, license number, address, and the type of logbooks you need on our voicemail system. We will send you a new logbook(s) upon receipt of your message. *Please note: Waiting for Fisheries Service to send you a new logbook is not an excuse for late reporting. We recommend that you visit our commercial website [www.dnr.state.md.us/fisheries/commercial](http://www.dnr.state.md.us/fisheries/commercial) and print and send in the report(s) you are responsible for while we fill your request.*

## **I have completed the necessary paperwork for a temporary transfer of my commercial license. This means that someone else is using my license. Which of us is responsible for completing the necessary reports?**

Either you or the holder of the license must submit the necessary reports. However, it will be the original license holder who will ultimately be held responsible for turning the reports in late to DNR.

**After reading all of the materials provided by DNR, I am still confused about what I am responsible for. Is there some way I can speak to a DNR representative to ask additional questions so I can be sure to comply with the commercial reporting requirements?**

Yes. The best way for you to speak with a DNR representative is for you to call the Commercial Reporting Hotline at (1-800-893-2722). This is a voicemail system and you will have the opportunity to leave a message including your name, license number and question. Your phone call will be returned in the order that it was received. We ask that you please be patient, we are currently receiving a large volume of calls, however, your call will be returned by someone from DNR who can assist you with your problem or question. Thank you.